

**PRE-COLLECTION TIME PAYMENT APPLICATION AND PAYMENT PROGRAM**

The Pre-Collection Time-Payment Program (“PTP”) is a conditional time payment plan administered by Linebarger Goggan Blair & Sampson, LLP (“LGBS”) on behalf of the Court. Upon Court approval, PTP eligible defendants with traffic infraction and criminal fines issued by the Court that have not already been assigned to LGBS may make a single monthly payment applied in equal amounts to each unpaid traffic and criminal fine obligation until all such obligations are paid in full. To determine your eligibility for the PTP, you must complete and sign this Application and mail your completed Application along with your INITIAL MONTHLY PAYMENT to LGBS at the address below. Your INITIAL MONTHLY PAYMENT is calculated as follows:

- a. Your MINIMUM MONTHLY PAYMENT on your fines shall be (select only one):
  - i. 10% of current balance due if less than \$1,000 (but a MINIMUM of \$25); or \$ \_\_\_\_\_
  - ii. 5% of current balance due if \$1,000 or more \$ \_\_\_\_\_
- b. PLUS a \$10.00 non-refundable, one-time application fee \$ 10.00 (Mandatory)
- c. PLUS the monthly administration fee of \$7.00: \$ 7.00 (Mandatory)
- d. **TOTAL PTP INITIAL MONTHLY PAYMENT ENCLOSED:** \$ \_\_\_\_\_
- e. MAKE CHECK PAYABLE TO: “LGBS”
- f. MAIL APPLICATION AND PAYMENT TO: Linebarger Goggan Blair & Sampson, LLP  
 5801 Soundview Drive, Suite 50B  
 Gig Harbor, WA 98335  
 Phone: 1-844-576-4766

Your Information (if additional space is needed, list additional information at the bottom of page 2 or attach another page)					
Name:		(Last)	(First)	(Middle Initial)	DOB: / /
Current Address:			Home Phone: ( ) -		
City:	State:	Zip:	Cellular Phone: ( ) -		
Place of Employment:			Email Address:		
Address:			Work Phone: ( ) -		
City:	State:	Zip:	Title:		
Driver's License Number:		NAME OF COURT:			
<b>COURT CASE NUMBER(S) AND AMOUNTS DUE:</b>					

**PLEASE READ CAREFULLY: THESE IMPORTANT TERMS ARE CONDITIONS OF PARTICIPATION IN PTP:**

I. I understand that the PTP will be administered by LGBS on behalf of the Court for a monthly processing fee of \$7.00 assessed as court costs to the balance due on my cases, pursuant to Revised Code of Washington (RCW) 46.63.110, on the first day of each month. There is also a one-time, non-refundable \$10.00 court cost for an application fee due upon submitting this application. The MINIMUM MONTHLY PAYMENT due after the Initial Monthly Payment shall be the amount indicated in section (a) above. After the Initial Monthly Payment, the \$7 monthly processing fee will be deducted from the Minimum Monthly Payment. (For example, if my Minimum Monthly Payment is \$100, then \$7 of that amount will go to the monthly processing fee, and \$93 will go to the balance due the Court.) I understand that I must contact the Court if I am unable to pay the amount due without undue hardship to myself or my dependents; that I must request a hearing before a Judge to consider my ability to pay and request any non-monetary compliance options which may be available to me; and that I should be prepared to explain and document my financial situation to the Court.

II. I also understand: (a) that participation in the PTP is at the discretion of the Court under its inherent powers, and my obligation to PTP Application - 09/2019

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pay fines, costs and/or other amounts (including the application fee and the monthly administration fee) is imposed by the court or by statute, and does not arise out of any contract or agreement, express or implied; (b) that once the Court has accepted my PTP Application, and I have paid my first MINIMUM MONTHLY PAYMENT, LGBS will notify the Court of my PTP enrollment and request that the Court (i) cease any further enforcement activity, and (ii) notify the Washington Department of Licensing to lift any hold or restriction on my driver's license for traffic fines that are included in this PTP; (c) that traffic or criminal fines not specifically listed in this PTP, including fines owed to other Washington Courts, will not be paid through this PTP, and that I must make separate arrangements directly with that Court to resolve those other obligations, unless specifically authorized by LGBS and the Courts; (d) that I must submit a new application for approval to include additional traffic or criminal fines to my existing PTP, and I must continue to make my MINIMUM MONTHLY PAYMENTS; (e) that if any fines are added to this PTP, my outstanding balance will increase, resulting in a longer payoff period (and perhaps a higher monthly payment amount); and (f) that if I fully comply with all terms of this PTP and my PTP account is paid in full, LGBS will notify the Court to request that my case(s) be closed.

**III. DEFAULT:** If I default fail to timely pay a MINIMUM MONTHLY PAYMENT when due, this PTP may be terminated, and the account(s) returned to the Court. The Court may decide to assign (or re-assign) the case to full collections for the entire amount due; in which case court costs for collection fees will be assessed pursuant to RCW 3.02.045 and/or 46.63.110, and interest may accrue on the total amount if allowed by law (currently for civil cases only). The collection fee and interest will be added to the total amount due. The Court may also notify the Department of Licensing to place a restricted-status hold on my driver's license for driving infractions and criminal traffic offenses. If I pay by check and the check is returned unpaid, I will be in default and an administrative fee of \$25.00 will be assessed for the returned check. MAKING A LARGER PAYMENT OR EXTRA PAYMENT IN ONE MONTH WILL NOT CHANGE THE PAYMENT DUE THE NEXT MONTH

**IV.** By initialing below I expressly consent that the Court, LGBS, and/or their agents may use written or verbal means to contact me, including but not limited to: telephone (land line or cellular); live, prerecorded or artificial voice messages; and email, texting, and other wireless devices; and all whether initiated or delivered through manual or automated technology. I further agree that the Court, LGBS and/or their agents may use any email address, telephone number or other number I provide, now or in the future, including any number for a cellular phone or other wireless device, regardless of whether I incur any charges as a result. I understand that message and Data Rates may apply and that I should contact my mobile service provider for details regarding any such charges.

\_\_\_\_\_ **(Initials)**

**V.** I understand that I am required to send this completed form with an INITIAL MONTHLY PAYMENT of \$ \_\_\_\_\_ (10% of my current balance if less than \$1,000, but a minimum of \$25; or 5% of my current balance if \$1,000 or more); **plus** a one-time, non-refundable application fee of \$10.00; **plus** a \$7.00 monthly processing fee.

**VI.** In addition, I understand that I am required to make my next MINIMUM MONTHLY PAYMENT of \$ \_\_\_\_\_ (10% of my current balance if less than \$1,000, but a minimum of \$25; or 5% of my current balance if \$1,000 or more) on \_\_\_\_/\_\_\_\_/\_\_\_\_, and thereafter on the same day of each subsequent month until my obligations owed to the Court are fully satisfied. I understand that I will not receive an invoice or payment reminder, but am responsible for ensuring the payments are timely made; and that my payments may be applied to the oldest violation first.

**VII.** If I pay by check, LGBS is authorize to use information from my check to make a one-time electronic fund transfer from my account or to process the payment as a check.

**VIII.** I am providing the above information in good faith as an attempt to resolve my unpaid traffic and/or criminal obligations owed to the Court. I have read and understand the forgoing requirements, and I hereby request to participate in the Pre-Collect Time-Payment Program offered by the Court. I understand that this Program is not effective until the Court approves my PTP application; and that if I fail to pay as required, I will be in default and subject to further enforcement activities by the Court. I do swear or affirm that the information I have provided above is true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant Name - Please Print